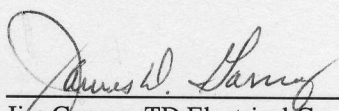


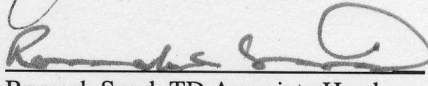


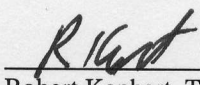
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TD Policy - 1150

ELECTRICAL WORK REQUESTS

Written by:  Date: 11/28/04
Jim Garvey, TD Electrical Coordinator

Reviewed by:  Date: 11/29/04
Romesh Sood, TD Associate Head

Approved:  Date: 11/29/04
Robert Kephart, TD Head

1.0 Purpose and Scope

The purpose of this policy is to ensure that all premises wiring electrical work is coordinated through the Technical Division (TD) Electrical Coordinator (ECo). This is done to assure that load analysis is done to prevent overheating, that NEC 70E PPE is followed, and all exposures to electrical workers are reduced as low as possible. It will also ensure that existing single line drawings will be maintained and updated as needed. Up to date single line drawings are critical to performing an accurate short circuit analysis, which identifies the required level of personal protective equipment required for safely working on electrical systems. This policy in no way changes or supersedes the requirements that are specified in the FESHM 5040 series covering electrical safety.

2.0 Procedures

2.1 All requests within TD for "Premises Wiring" boundary must be submitted to the TD ECo. Premises wiring as defined in NEC article 100 is (for our purposes) "the ac power distribution system from the building substation transformer up to the first disconnecting means as viewed looking back from secondary utilization equipment," (i.e., the wall outlet, circuit breaker on oven or power supply, secondary side of a safety disconnects switch, etc.) The ECo in turn will review the request for NEC, OSHA, and FESHM compliance. The URL for the task request screen (using Internet Explorer) is:
<http://tdserver1.fnal.gov/fmdb/>.

2.2 The ECo after reviewing the request for electrical work will issue an Electrical Work Permit (from FESHM 5042). The ECo will approve and issue said permits addressing Hazards, PPE, and LOTO issues. The ECo will notify the Building

Manager that he/she may call in the work order to FESS. The Building Manager in turn will supply the Work Order number for the permit and will post the permit adjacent to the work area. The original permit must be returned to the TD ECo for logging purposes.

- 2.3 In instances where work must be completed under "Power ON" conditions, the ECo will submit the justification for such work to the TD-HQ for review and Division Head approval. Once the permit is approved by the Division Head; the TD will submit the permit to the Directorate for approval.
- 2.4 After Directorate approval of the "Power ON" permit, the ECo will schedule the work which will **be performed under his direct supervision.**